

TRANSPORTATION (VEHICLE) REQUEST GUIDELINES

Transportation (Vehicle) Requests are handled through the Physical Plant Department.

Following are Transportation (Vehicle) Request guidelines:

- Transportation requests forms are posted on the Forms webpage (located under the Faculty/Staff tab on the Home page). Physical Plant offices will have paper copies available also.
- Transportation requests forms should be completely filled out and the Supervisor's signature or Dean/Director's signature obtained.
- Transportation requests forms should be mailed, faxed, or hand delivered to Physical Plant.
- New employees **must register** their driver's license information with Human Resources before transportation request will be granted. (Note – this registration process can take up to 4 weeks.)
- Vehicle and key pick-up is available 7:00 a.m. to 3:00 p.m. from Steve Armijo (Vehicle Maintenance 204D) at the Physical Plant during fall and spring semesters. Pick-up for summer semester will be 7:00 a.m. to 2:00 p.m. **Reminder:** Person requesting the vehicle must pick up the vehicle and keys.
- Vehicle and key return: Designated parking spaces are provided at the north end parking lot of the Maintenance Building. Keys should be left in the glove box and the car locked.